



**GODDARD EMPLOYEES WELFARE ASSOCIATION ANNUAL
REPORT**

FISCAL YEAR 2004

Outgoing President's Message

I am pleased to provide this annual written report of the activities of the Goddard Employee Welfare Association (GEWA) Exchange to you, in accordance with the requirements of NPD 9050.6. A full accounting of activities and accomplishments in fiscal year 2004 is presented in the following pages.

GEWA is dedicated to the welfare of the employees at NASA's Goddard Space Flight Center. Our purpose is to stimulate and strengthen the esprit de corps and morale of GSFC-Greenbelt employees and to foster and promote the social, athletic, educational, and cultural and welfare interests of our members. Our successes this year would not have been possible without the dedication of our Executive Council members, the support of our Center Director, Mr. Al Diaz, the guidance of our Legal Counsel, Mr. Larry Watson, our Director's Liaison, Ms. Alison McNally, and the help of our members-at-large.

GEWA has continued to re-establish its goals and mission. In FY04 we completed the restructuring of the Council to provide required areas of support and to solidify GEWA as an organization *within* the Goddard system so that it can succeed independently of how many work and/or volunteer hours are available to Council members. We continued to add non-voting members-at-large to the Council, having one each from Codes 110 (Arletta Love), 150 (Trish Ryan) and 200 (Ray Rubilotta).

In 2004 we said a heartfelt goodbye and thank you to our long-time Director's Liaison, Larry Watson, who was replaced by Alison McNally. We also said goodbye to Council members Lou Jean Jackson (Code 300), Sandra Marshall (Code 200), and Trish Ryan (Code 150 At-Large) while at the same time welcoming new members Ruth Barrowcliff (Code 200), Keith Corsi (Code 300), and Eileen Groves (Code 150 At-Large). In August, we welcomed Dr. Ed Weiler as Goddard's new Center Director. GEWA also welcomed Terri Thompson and Dan Hymer as its new legal advisors.

GEWA had many accomplishments in 2004. We continued to redesign our website. We obtained needed computer support and a designated computer security officer. We participated in the annual Quality of Worklife Expo. We evaluated our food services situation and circulated a cafeteria survey. We expanded our cafeteria committee to add facilities representation and to provide increased monitoring of our food services contract and we established standard procedures for responding to health and safety inspections.

Renovation of the Goddard Post Office was completed, providing more space for storage of packages and a drop slot for after-hours mailing. We again printed hardcopies of the GEWA newsletter. We also worked with PAO to distribute news of special events directly to GSFC employees through center-wide e-mails.

The Council began working on a five-year plan and a facilities/equipment replacement plan. To facilitate this discussion, we held a retreat in September at the Barney and Bea Recreation Center where we met to discuss common goals and plans for the future. We continued examining our options for building a clubs facility within the Facilities Master Plan. The first step of a draft facilities plan was written and made available on the GEWA website. We also began evaluating the aging Recreation Center facility and are deciding the best way to move forward with a possible upgrade/renovation.

At the end of the year, the GEWA Executive Council members were nominated for, and received, a GSFC Special Act award for their tireless efforts on behalf of the organization.

Speaking personally, I am very proud of the work of the Council and I am sad to be leaving. The past two years I have spent serving as GEWA President have been some of the most rewarding of my life. But although I will miss working with this extraordinary group of people, I know that my successor, Byron Wong, will make a wonderful President and the Council will continue to be strong and committed to its goal of making life better for the employees at NASA Goddard.

Sincerely,

Dr. Kim Weaver
Outgoing GEWA President

FY 2004 GEWA Executive Council

<u>President:</u>	Kim Weaver	662
<u>1st Vice President:</u>	Tom Vollmer	692
<u>2nd Vice President:</u>	Catherine Mikkelsen	460
<u>Treasurer:</u>	Betty Pyles-Harris	151
<u>Exchange Operations Manager:</u>	Betty Pyles-Harris	151
<u>Asst. Exchange Operations Manager:</u>	Randy Harbaugh	581
<u>Cafeteria Services:</u>	Byron Wong, Chair	300
	Sandra Marshall, Co-Chair	210
<u>Clubs:</u>	Khrista White, Chair	114
	John Barker, Co-Chair	923
<u>Facilities:</u>	Mark Fontaine, Chair	424
	Tom Vollmer, Co-Chair	692
<u>Newsletter & Property:</u>	Catherine Mikkelsen, Chair	460
<u>Special Events:</u>	Ken Dearth, Chair	567
	Tasha Davis, Co-Chair	235
	Ken Lehtonen, Co-Chair	584
<u>Stores:</u>	Randy Harbaugh, Chair	581
	Catherine Mikkelsen, Co-Chair	460
<u>Vending/Newspapers:</u>	Mike McMichen, Chair	903
	Lou Jean Jackson, Co-Chair	300
<u>Web Committee:</u>	Tom Vollmer, Chair	692
	Ken Dearth, Co-Chair	567
<u>Members at Large (Non-Voting):</u>	Arletta Love	110
	Patricia Ryan	150
	Raymond Rubilotta	201
<u>Director's Liaison (Non-Voting):</u>	Alison McNally	100
<u>GEWA Administrative Assistant (Non-Voting):</u>	Audrey Moore	030

Exchange Operation’s Manager (EOM)

Betty Pyles-Harris

The EOM monitors the food services and other contracts using appropriated monies. The EOM also issues, signs, and approves work requests and develops, monitors and controls GEWA’s appropriated funds budget. In Fiscal Year (FY04), the Center allocated funds of \$101,300 to GEWA allocated in the following areas:

G&A Procurements	\$33,100
Approved G&A Overguide	\$14,100
Institutional IT (ODIN Seats)	\$ 9,500
Facilities – Procurement	\$44,600

GEWA subsequently allocated the G&A funds to printing, graphics, ODIN support, WEMA and GEWA’s audit, cafeteria equipment and maintenance, and supplies for the Child Development Center, GEWA & WEMA. The approved G&A overguide was granted to purchase a freezer for the Goddard Space Flight Center (GSFC)’s Building 21 cafeteria.

Monies allocated to facilities were used to fund the LB&B Maintenance Contract. LB&B provides preventative maintenance for GSFC’s Buildings 1 and 21 cafeterias.

Treasurer

Betty Pyles-Harris

One of the main functions of the treasurer is to develop, monitor and control GEWA’s non-appropriated funds. The main sources of GEWA’s funds are the Exchange Store, Visitor Center, Vending, and Cafeteria sales. The main categories of GEWA’s disbursements are payroll, the Randolph-Sheppard payments, Goddard special events, recreation center operation and maintenance, club grants and loans and the directorate allocations. In FY04, GEWA budgeted approximately \$480,000 for income and disbursements. Actual income and expenditures for FY04 came to \$504,000 and \$545,000 respectively.

Cafeteria Committee

Chair: Byron Wong

Co-Chair: Sandra Marshall

The Cafeteria Committee is responsible for oversight of the food services contractor and informs and advises the GEWA Council on all cafeteria matters. The committee oversees all aspects of the food services contract. Cafeteria operations at Goddard include full service cafeterias located in Building 1 and Building 21 in addition to a mobile catering truck that provides limited food service at selected buildings around the campus. Catering services are also available to the Goddard community upon request.

Highlights of the Year

Contract Renewal

The second option period of the food services concession agreement with the Compass Group expired on June 30, 2004. After a review of the contractor's performance the Committee recommended that the contract option for the period July 1, 2004 through June 30, 2006 be exercised. With concurrence of the Council the contract for food services was extended for an additional two year period. The final option of the concession agreement covers the period July 1, 2006 through June 30, 2008. In FY05, the Committee will continue to closely monitor the food service contractor's performance in preparation for a review and recommendation on exercising the final option in FY06.

Facilities and Maintenance

Facilities and maintenance issues continued to be of utmost importance to the Committee in FY04. Much of the Committee's attention was focused on maintaining the aging dishwasher in Building 21 and the central beverage stand in Building 1. The Committee took aggressive steps to keep the dishwasher in working condition, but frequent repair and maintenance was needed. The Committee also began the process of replacing the beverage stand in Building 1 as it was determined that the existing stand was not safe for use over the long-term. A replacement stand is expected to be in place in FY05. During the year the Committee purchased and installed a new walk-in freezer and ordered a new ice-making machine for the kitchen in Building 21.

In FY04 the Committee undertook a careful review of the existing cafeteria equipment and determined that much of it was aging, obsolete, inefficient and costly to maintain. As a result of the review the Committee developed a long-range planning list of cafeteria equipment which assessed the remaining life of the equipment along with its replacement cost. An overguide request was presented to the GSFC G&A Council to replace various equipment in the cafeterias which are constantly failing and becoming difficult and costly to maintain. The FY05 overguide request was made to replace the equipment that was deemed most necessary to maintain full service menu offerings while keeping up with stringent health and safety codes. The G&A Council approved an overguide of \$50,000 for cafeteria equipment in FY05. It is anticipated that the overguide funds will be used to replace four refrigerators and two ovens in both cafeterias. The refrigerators in place are currently 40 years old and are well beyond their useful life of 10-15 years while the ovens in place are currently 16 years old and are well beyond their useful life of 7-8 years. Installation of the new equipment is targeted for the end of FY05.

Inspections

During FY04 periodic unannounced food service sanitation inspections were conducted on the GSFC cafeterias and the mobile catering truck at the request of the GSFC Director of Industrial Hygiene. The inspections were conducted in October 2003 and in January, May, and September of 2004. The results of the inspections were all satisfactory and any deficiencies were addressed in conjunction with the GSFC Health and Safety Office, the Facilities Management Division, and Eurest Management.

Customer Service

Goddard's food services contractor Eurest Dining Services of the Compass Group strives to provide outstanding service to the Goddard community. During the past year significant progress has been made by the contractor in responding to the Committee's concerns and recommendations regarding food quality and customer service. Eurest's corporate management team has been responsive to the Cafeteria Committee and the on-site management team continues to make innovative changes in menu selections and offerings. In the next year Eurest plans to continue many innovative changes to the menu and will be looking for ways to expand its services and be more accessible to the entire Goddard community. Among the many initiatives that will be explored is a food service kiosk to be located on the east campus. A review of the mobile catering truck service schedule is also being planned to serve additional customers in buildings that are not presently served. In early FY05 Eurest will launch a comprehensive online survey to the GSFC community to solicit feedback and comments from customers on all aspects of cafeteria services.

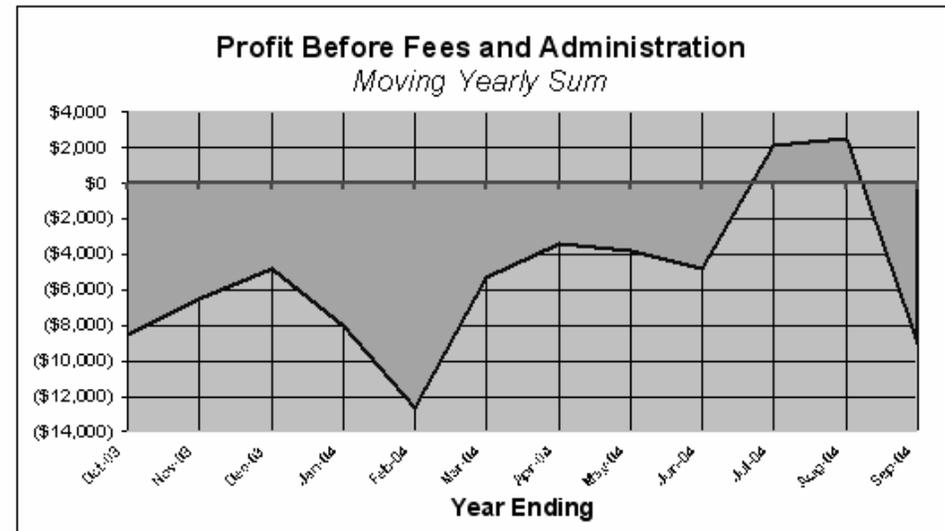
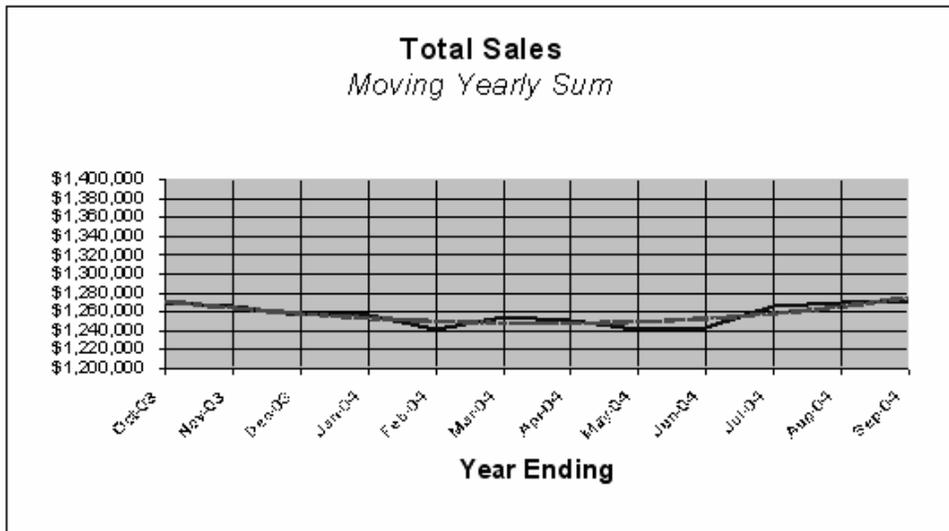
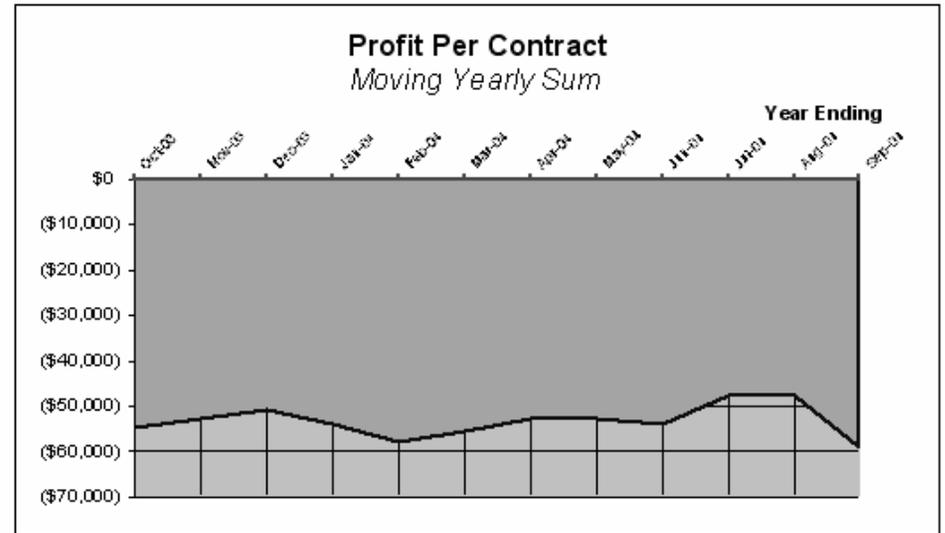
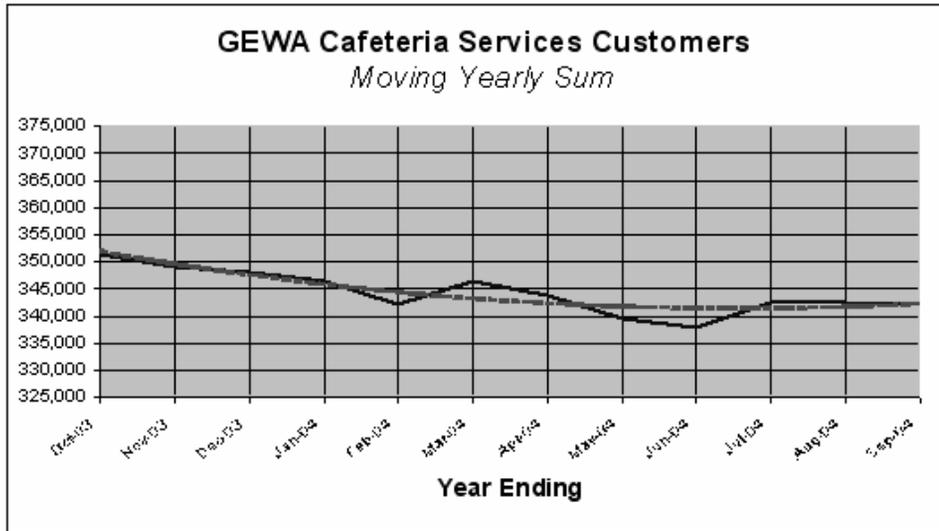
GEWA Cafeteria Services Report for Fiscal Year 2004

October 30, 2004

Period Number	Period Ending	Total Sales (Reported on a "Period" Basis)	Net Product Cost	Total Personnel Cost	Total Semi- Variable cost	Profit per Contract	Profit Before Fee & Admin	GEWA Cafeteria Services Customers	GEWA Cafeteria Services Customers; Moving Yearly Sum	Profit Before Fee & Admin; Yearly Moving Sum	Profit per Contract; Moving Yearly Sum	Total Sales; Moving Yearly Sum	Net Product Cost; Moving Yearly Sum	Total Personnel Cost; Moving Yearly Sum	Total Semi- Variable cost; Moving Yearly Sum	Revenue per sale, current Period	Mean Average Revenue per sale, Moving Yearly Sum
Notes: All figures are from Eures't's Financial Statement																	
Truck customers are defined as dollar-sales divided by \$3. Mobile Truck revenue and Catering revenue are included in Total Sales.																	
1 (Oct)	Oct-03	\$97,458.98	\$37,294.18	\$46,221.92	\$28,160.92	(\$3,993.23)	(\$94.87)	27,561	351,413	(\$8,496.88)	(\$54,816.19)	\$1,268,821.21	\$507,767.90	\$597,710.74	\$344,027.55	\$3.54	\$3.60
2 (Nov)	Nov-03	\$103,778.16	\$43,789.75	\$48,027.76	\$26,478.99	(\$5,740.45)	(\$1,589.32)	27,684	349,194	(\$6,539.41)	(\$52,721.60)	\$1,265,393.05	\$507,576.01	\$595,235.08	\$335,359.94	\$3.75	\$3.61
3 (Dec)	Dec-03	\$110,386.69	\$45,524.58	\$50,600.13	\$29,132.07	(\$5,910.80)	(\$1,495.33)	30,811	348,210	(\$4,826.09)	(\$50,686.91)	\$1,257,358.78	\$505,659.52	\$590,577.79	\$324,719.36	\$3.58	\$3.60
4 (Jan)	Jan-04	\$57,889.98	\$21,499.22	\$39,061.34	\$25,220.59	(\$16,570.61)	(\$14,255.01)	16,070	346,545	(\$8,054.79)	(\$53,849.66)	\$1,255,710.09	\$506,457.69	\$595,536.78	\$320,886.32	\$3.60	\$3.62
5 (Feb)	Feb-04	\$89,073.86	\$37,199.05	\$45,150.91	\$25,305.65	(\$10,260.23)	(\$6,678.09)	23,878	342,104	(\$12,686.54)	(\$57,913.40)	\$1,241,030.26	\$498,614.38	\$590,933.32	\$322,904.98	\$3.73	\$3.62
6 (Mar)	Mar-04	\$130,138.12	\$55,188.54	\$52,363.01	\$35,355.97	(\$3,249.34)	\$1,956.18	35,182	346,283	(\$5,300.75)	(\$55,521.30)	\$1,253,721.26	\$505,858.62	\$585,346.55	\$324,179.71	\$3.70	\$3.62
7 (Apr)	Apr-04	\$103,034.05	\$38,624.32	\$48,297.07	\$31,828.06	(\$1,949.82)	\$1,574.92	27,839	343,872	(\$3,400.58)	(\$52,876.43)	\$1,251,331.96	\$502,827.00	\$584,407.00	\$329,234.65	\$3.70	\$3.64
8 (May)	May-04	\$98,973.98	\$40,422.58	\$46,825.74	\$26,075.72	(\$1,337.69)	\$2,581.27	25,962	339,580	(\$3,790.94)	(\$52,858.23)	\$1,242,117.98	\$500,589.38	\$581,928.81	\$330,010.73	\$3.81	\$3.66
9 (Jun)	Jun-04	\$137,627.71	\$58,346.61	\$54,247.64	\$37,341.64	\$1,258.81	\$6,763.92	34,636	337,880	(\$4,773.44)	(\$53,911.48)	\$1,243,886.66	\$504,737.39	\$580,181.27	\$334,125.97	\$3.97	\$3.67
10 (Jul)	Jul-04	\$103,711.14	\$41,647.94	\$43,755.28	\$28,940.00	\$1,000.24	\$4,954.13	28,192	342,553	\$2,115.46	(\$47,682.99)	\$1,265,260.92	\$514,281.11	\$576,870.54	\$346,108.58	\$3.68	\$3.69
11 (Aug)	Aug-04	\$114,774.76	\$51,888.51	\$42,101.02	\$31,088.91	\$198.45	\$4,908.33	30,427	342,613	\$2,537.81	(\$47,544.54)	\$1,269,386.17	\$521,420.88	\$571,260.37	\$351,449.43	\$3.77	\$3.70
12 (Sep)	Sep-04	\$123,027.61	\$56,706.55	\$53,385.16	\$40,235.78	(\$12,592.79)	(\$7,671.69)	33,992	342,234	(\$9,045.56)	(\$59,147.46)	\$1,269,875.04	\$528,131.83	\$570,036.98	\$365,164.30	\$3.62	\$3.70

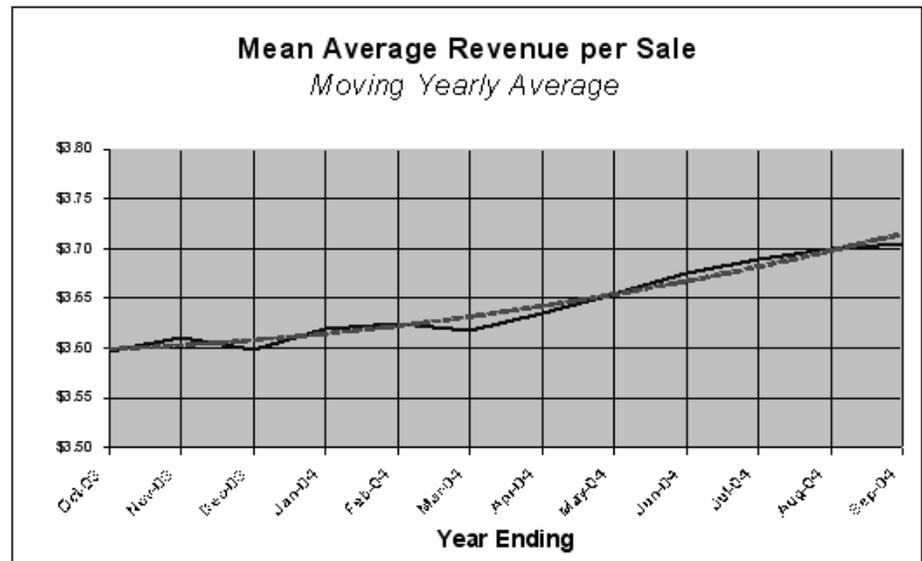
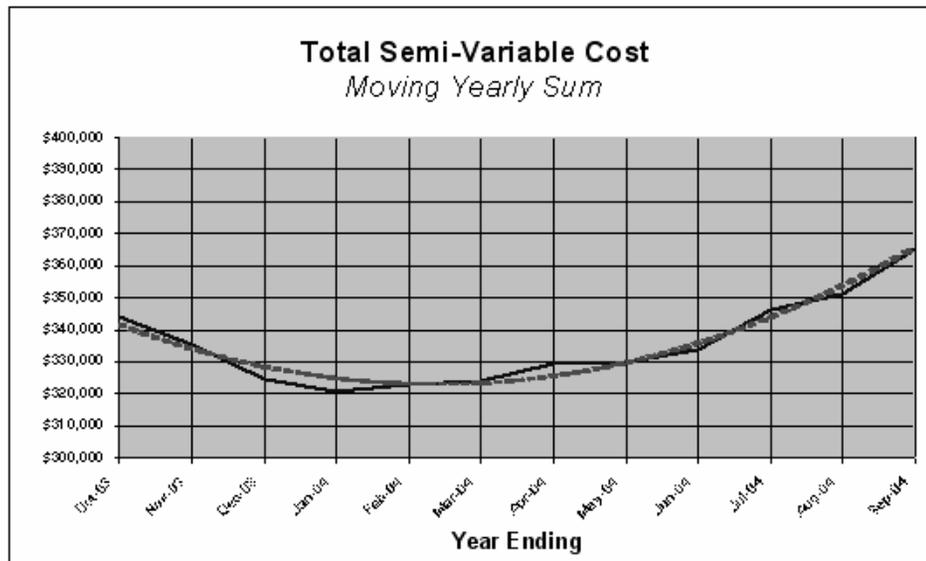
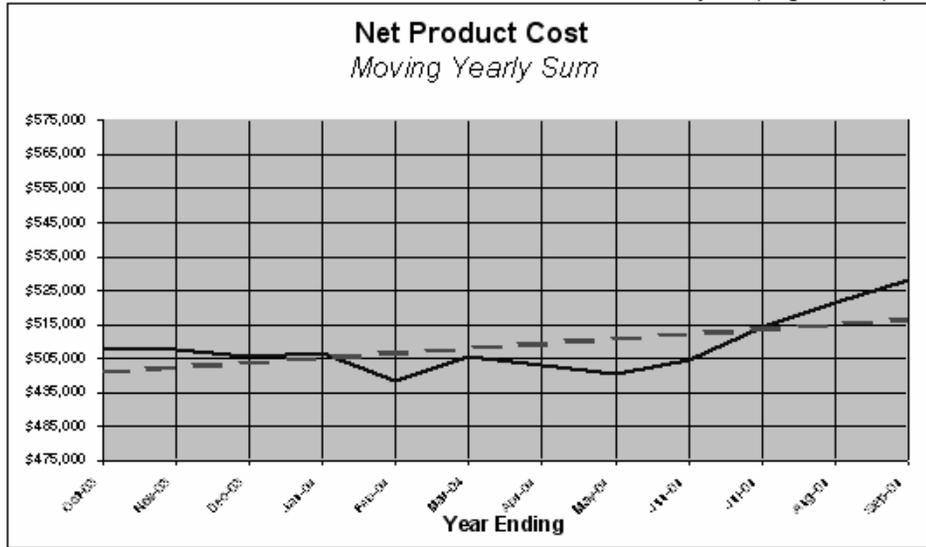
GEWA Cafeteria Services Report for Fiscal Year 2004

Trendlines (linear, logarithmic, or 2nd order) are shown as dashed lines.



GEWA Cafeteria Services Report for Fiscal Year 2004

Trendlines (linear, logarithmic, or 2nd order) are shown as dashed lines.



Clubs Committee

Chair: Khrista White

Co-Chair: John Barker

Co-Chair: Ken Lehtonen

The following quote, from the GEWA Policy Book, recognizes the establishment of employee Clubs at the Goddard Space Flight Center:

“The Goddard Employees Welfare Association (GEWA) encourages and supports the organization of group activities and functions at the Goddard Space Flight Center dedicated to social, athletic, educational, cultural, and welfare interests of its members. To this end, GEWA provides services and facilities for the benefit of employees at NASA/GSFC-Greenbelt and their families. It supports numerous clubs and activities.”

While employees are free to develop their own group activities independent of GEWA, many clubs find their programs are enhanced by GEWA sponsorship, as this enables them to receive Goddard equipment and facilities, as well as financial and other assistance from GEWA.

There are currently 50 active clubs (listed below) operating under GEWA sponsorship at GSFC. Clubs are not initiated by the GEWA Executive Council, but the Council may sanction a club after its constitution is reviewed and after 10 or more GSFC civil servants meet stated requirements relating to the formation, management, and operation of that club.

The Clubs Committee of the Council a) provides a liaison between the GEWA Council and GEWA-sponsored clubs, b) presents requests for assistance from GEWA Clubs to the GEWA Council, c) coordinates between clubs as necessary, and d) ensures all Club information is up to date on the GEWA website.

Clubs Committee Highlights in FY 2004

1. Child Development Center: areas of security, facilities, and budget continue to be addressed and present challenges to GEWA. Additional security cameras and a key card system for entrance to the facility were installed. GEWA agreed to pay for these items and most are now in place. Several facility inspections were held, and compliance issues were addressed. The QWL Committee offered to fund certain safety-related items to ensure continued compliance. GEWA funded new commercial-size refrigerators, since the residential-sized ones were beginning to break down.
2. Continue to participate in discussions with Sportsman’s Club officers regarding restrictions of this club’s activities. Their argument focused around the fact that: 1) other NASA centers have returned to active Club status; 2) lead-collection issue has been resolved; 3) the Softball club uses bats, and Archery Club uses bows-and-arrows for their sport activities; and 4) their Club has had no accidents since 1963. They are still not permitted to resume their Club activities on-site.

3. The Council continues to work towards a new GEWA Facility to house our indoor activities, including club events, should the opportunity arise in implementing the long term Master Plan for the Center.
4. Two Clubs were approved: Scrapbooking and FedGLOBE. The Asian-Pacific American Organization also dissolved itself as a club. It was determined and agreed that their charter was no longer appropriate as a club. The organization continues to operate as a Center advisory committee.
5. Instructions for applying to become a GEWA Club have been posted to GEWA's website.
6. Several clubs actively participated in both the Quality of Worklife (QWL) Expo and Celebrate Goddard Day last spring/summer.

Club Facilities:

Visitor access for club activities

There was a request from the MAD club for the Council to consider allowing HQ employees to participate in MAD, and have the same access to facilities as GSFC MAD members. This was approved by the Council and updated in the GEWA Constitution.

Club Budget Requests

Responding to GEWA's annual call for Club Budget submissions, 17 clubs requested financial assistance via loans or grants. The GEWA Council approved \$24,055 for grants and \$15,300 for loans to the Clubs for FY2005. The Child Development Center was approved as a separate GEWA budget line-item for \$6,300.

The GEWA homepage, <http://gewa.gsfc.nasa.gov/gewa/> includes a list of all GEWA clubs with club officer contact information and links to club websites for those clubs that have homepages.

Goddard Employee Welfare Association Clubs

1. Aerobics Club
2. African Development & Technology Club
3. Amateur Radio Club
4. Archery Club
5. Art Club
6. Art of Living Club
7. Asian Indian Association
8. Astronomy Club
9. Auto Tech Center
10. Basketball League
11. Bible Club
12. Blacks in Government
13. Bowling Men's League
14. Child Development Center
15. Chinese American
16. Conservation Club
17. Cuong Nhu Karate Club
18. Dance Club
19. Explorers Club
20. Feazells' Kenpo Karate
21. FedGLOBE
22. Flying Club
23. Garden Club
24. Hispanic Heritage Club
25. Islamic Study Club
26. Model Aircraft Club
27. Muscle & Fitness
28. Music & Drama (MAD)
29. Orbital Club
30. Photo Club
31. Retirees & Alumni Association
32. Running & Orienteering Club
33. Scrapbooking
34. Sailing Club
35. Sea Venturers (Scuba) Club
36. Ski Club
37. Soccer League
38. Softball, Men's League
39. Softball, Mixed League
40. Sport fishing club
41. Sportsman (Gun) Club
42. Stamp Club
43. Table Tennis Club
44. Tae Kwon Do Club
45. Tennis Club
46. Toastmasters Club
47. Ultimate Frisbee Club
48. Mixed Volleyball League
49. Yoga Club
50. Zymurnauts

Facilities Committee

Chair: Mark Fontaine

Co-Chair: Tom Vollmer

The GEWA Facilities Committee is responsible for the Recreation Center, the picnic pavilion, the post office, and the tennis courts.

This past year the post office occupied new and expanded quarters in Building 1. The new space allows the post mistress to store more mail, especially packages during the holiday season. The post office is a contract arrangement with the United States Postal Service providing almost full service to the GSFC community. Hours are 8:30 AM to 2:00 PM each week day.

At the Barney and Bea Recreation Center, we installed a new stove and ovens, replacing the thirty-year-old equipment. GEWA's long-term goal is to modify or replace the recreation center building with one more suitable for diverse club activities and conferences. We contracted with Parsons to provide us with an estimate to rehabilitate, modify, or replace the Recreation Center. Unfortunately, the estimate is very high. We are exploring ways to have the Center contribute. This coming year we are going to replace the floor in the building as the old one is failing.

The recreation center is used almost daily. Reservations are made using GSFC form 16-5. The reservation fee starting in January will be \$60.00. Reservations and fees are made at the GEWA Store in Building 1. The Recreation Center Manager, Randy Schum, also provides a catering service. Talk with him directly.

Newsletter

Catherine Mikkelsen

The GEWA Newsletter provides a vehicle to advertise items for the following: the Exchange Store in Building 1 and the Visitor's Center in Building 88, special sales for both the Building 1 and 21 cafeterias, non-commercial classified items from the Goddard community including NASA HQ, articles of interest concerning GEWA, opportunities from GEWA clubs, and other NASA activities. The Newsletter remains one of the main sources of information to the Goddard community concerning important items of interest.

The subscription to the electronic newsletter continues to increase. We have managed to keep up with different events during the year and have advertised them when requested.

Hard copies of the newsletter were distributed several times during this past year. The hard copy was enjoyed by some and not by others.

During the coming year I plan to do the hard copy no more than bi-weekly or monthly.

I am considering cutting the electronic copy back to no more than bi-weekly. I will have made my decision by the first Council meeting in January.

Property Administrator

Catherine Mikkelsen

All tagged property for which I have responsibility is accounted for. The validation action is ongoing and I am awaiting the signature cards from the Property Branch to complete the action.

Special Events Committee

Chairperson: Kenneth (Kenny) Dearth

Co-Chairs: Tasha Davis, Ken Lehtonen

Volunteers: Cynthia Jones-Savoy, John Speargas, Ted Mecum, Catherine Simkins (Retired), Alberta Moran (Retired)

The GEWA Special Event Committee develops, plans, and conducts special events for the Goddard community (all active duty and retired civil service and contractor employees) including their family and friends. Also included is the partnering with the NASA Headquarters Exchange Council Special Events Committee to maximize offerings to the HQ and GSFC employees within our reduced combined budgets. HQ and GSFC employees may participate in each other's events as well as the shared events throughout the year. The events can include but are not limited to concerts, crafts fairs, parties, guest chefs, NASA day at parks, meetings, and picnics.

GEWA also participates with the GSFC Educational Office and the community outreach program by mentoring Ms. Crystal Jackson (from 8/03 to 5/04) and Mr. Dillon Williams Jr. (from 8/04 to present), who are Eleanor Roosevelt High School students. Crystal and Dillon are learning computer-based applications from their work with Special Events and the Website Committees under the direction of Kenny Dearth.

The past year has been especially challenging for Special Events. The committee lost the experienced Ms. Simkins to retirement. The new committee and many volunteers struggled through the pace and endured the changes to promote better employee participation and satisfaction as compared to the previous year. A lot of hard work has paid due dividends, with all scheduled activities having been executed in an excellent manner, and committee members now feeling like seasoned vets.

The GEWA Special Events Committee extends a sincere thanks to Goddard management, the GEWA Council, the HQ Exchange Council, Security, the Office of Public Affairs, the Goddard Retirees and Alumni Association Club, the Volunteers, the Technical Information Services Branch, Transportation, the Eurest Cafeteria Manager, Exchange Store and Visitor Center Managers, and the Recreation Center Manager and staff for all of the outstanding support during the past year.

The lunchtime concerts noted below were free, and performers were not compensated monetarily for their performances, but were treated to complimentary lunches. It is disappointing that, despite vigorous advertising for performers, this year we only had a total of three (3) performances, and no guest chefs. Maybe it will get better for next year.

This Presidential election year and the grounded Shuttle made many things at GSFC more complex and demanding. Also with so many environmental changes such as in retirements, Personnel changes, Event date changes, limited authorized advertising in buildings, and various Security measures, left the employees with more stress and shorter planning times which caused a decrease in volunteering and attendance for events. Strategy and implementation changes were needed to overcome the lack of employee participation.

Alleviation of some of the participation shortfall required better advertisement of events by using the Internet mail system access to reach all employees, listing events in the GEWA and GSFC websites, putting information into the GSFC News and Dateline, placing ads into the GEWA, GRAA and NEWB Newsletters, posting events into the electronic marquee bulletin board, and presenting pictures of past events into the various websites.

The events were made more appealing by adding new themes such as for the Barney dedication and Jazz and Java Party, modifying existing venues at the annual events such as for Picnic and EOY Party, changing the value added to events such as supplying the vendors at the bi-annual Art Craft Fairs with a web based catalog of their wares, keeping the events at a fair value for the buck, and having different artist perform.

Also, strengthening GEWA operations did enhance the offerings available to employees such as having the internal GEWA retreat, GSFC/GEWA management meeting, and a very successful Special Event Vendor Sales season. More ideas for FY05 are to have more club involvement, adding middle management to the Appreciation Dinner, marketing with management, and adapting the events as necessary.

The Special Events are depicted into the events held and special event vendor sales. The following activities were held in FY 2004: (listed in chronological order)

GEWA Appreciation Dinner (for FY03 support) – This annual event was attended by GEWA Executive Council members, GEWA employees and managers, volunteers, and special invited guests. The invitees at the dinner held in the Recreation Center and on **Friday, October 3, 2003**, included a diverse group of people who provided outstanding support to GEWA during the preceding fiscal year. The evening featured a carved-to-order beef tenderloin and jumbo steamed shrimp dinner, dessert, open bar and beverages, awards program, and fabulous Motown dance music by “The Bleu Lights”, courtesy of Steinmetz Entertainment Consultants. There were 12 cash awards, 91 dinners, cash door prizes, and music from memory lane.

Barney and Bea Hoyt Recreation Center Dedication – GEWA decided to recognize Barney Hoyt, who was the Recreation Center Manager for over 20 years, in a special heartfelt way. So when he decided to retire from his position, GEWA and GSFC management agreed to dedicate the Recreation Center to Barney and his just departed wife Bea. The dedication was held on **Thursday, October 9, 2003**. Barney had 14 members of his family present for the unveiling of the new sign that will show the renaming of the Recreation Center facility in their honor. Senior GSFC management such as Al Diaz (Center Director) and Frank Cepollina (HST Development Project Manager) as well as George Pieper (GRAA Club President), and members of the GEWA Council spoke in the dedication. There were 146 Cocktail Party Snacks that included meatballs, wrapped sandwiches, egg rolls, veggie dip, and beverages, and a DJ played for background music. Barney also received a new crystal GEWA retirement gift, cards, Baysox baseball tickets, and some framed GEWA memorabilia photos.

13th Annual Fall Crafts Fair – This bi-annual popular event was held in the Building 8 Auditorium on **Wednesday, October 15, 2003**. Our show featured crafters’ one-of-a-kind items handmade by both HQ and GSFC employees and retirees, and members of their families.

We had 37 tables paid at \$15 each as compared to 32 tables from 10/02. To give more of a benefit to the crafters, Kenny Dearth with the help of an intern designed a web-based catalog showing some photos of the items made, detailed the artist contact information, and posted the catalog onto the GEWA website. Attendance by employees was also up.

Children's Toy Wrapping – Every year wrapping of the toys takes place before the Children's Holiday Party. It was on **Thursday, December 11, 2003**. Also, wrapping of the cookies that go to the children as snacks during the party was done. Placing the wrapped toys on the Building 8 Auditorium stage and the cookie bags at the refreshment area, both save the precious time needed during the party. It started at 3:30pm and lasted until 8pm, and sodas were given to the volunteers. It took 25 volunteers to do this and GEWA thanks them all.

Children's Holiday Party – This annual event for over 40 years was held on **Saturday, December 13, 2003**. All of GSFC and the NASA Headquarters employees, their families, and Retirees were eligible to participate in this great day for children ages 0-8 years. Door prizes, clowns (Squeaky and Friends), face-painting (Goodtime Amusements), Disney animated movies, refreshments, a magic show (Dick Kohlhafer), a personalized wrapped gift, and a color photo to commemorate the special visit with Santa or Mrs. Claus made this a happy day for everyone. Special thanks go to the 30 volunteers who made this event enjoyable for all. There were 156 children and 88 adults who attended.

Toy Liquidation Sale – The Toy Liquidation Sale was held on **Monday, December 15, 2003**. The toys are bought before the party and by an age group spread such as 0-1, 2-4, 5-6, and 7-8 year olds. This sale serves as a tool for GEWA to recover funds expended to purchase toys because overbuying is necessary to ensure adequate stock to accommodate any additional at-the-door ticket sales for the children. Also clearing out the old toys would allow the new toys to be purchased the following year and they may be more fashionable, and as the children get older the odds of them getting the same toy is reduced. The sale provides an excellent opportunity for the Goddard community to purchase quality, name-brand toys at cost that is about a 18% savings.

Mardi Gras Party – Not held this year, and usually it is held in the Spring on an early Tuesday in March.

13th Annual Spring Crafts Fair – This bi-annual popular Spring event was held in the Building 8 Auditorium on **Tuesday, March 30, 2004**. Continuing to hold registration at only \$15 per space, the show has the same format as the Fall Art Craft show. Our show featured crafters' one-of-a-kind items handmade by both HQ and GSFC employees and retirees, and members of their families. We had 33 tables paid as compared to 26 tables from 5/03. Also, Kenny Dearth and his intern produced a new web-based catalog showing the new vendors items, and posted the catalog onto the GEWA website to give more of a benefit to the crafters. Attendance in the Spring Fair is always less than the Fall, and yet the vendors and employee participation was increased.

Quality to Work Life (QWL) – This annual event was partially sponsored by GEWA for \$1,500 and posted in the Treasury as Center Activities. It is part of the GSFC Activities where GEWA participated by having a table for the GEWA Council, Exchange Store, and refreshments

by the Recreation Center Manager. It was all day in the Building 8 Auditorium on **Tuesday, May 11, 2004**. GEWA has two QWL representatives that interface with the GSFC QWL Committee throughout the year for planning purposes. This year for something new, GEWA offered to have a massage therapist at the event, but the QWL chairperson rejected it. The event depicted what GSFC has to offer mostly its civil service employees such as programs, activities, and other amenities that enhance the work experience. Pictures were taken and posted on the GEWA website.

"Mike F. Kelly" Lunchtime Concert – Mike Kelly from CSC/Code 441 performed an acoustic show featuring guitar, vocals, and a bit of harmonica on **Thursday, June 3, 2004**. His music is a mix of easy listening and R&B. This was performed in the Building 21 lunch area under the trees. Mr. Kelly previously opened for diverse groups as NRBQ, John Lee Hooker, and Junior Walker and the Allstars. He has founded and performed with the Baltimore based band Color Factory and other local venues. Lunch was offered to him, but he declined it. People enjoyed his pleasant music as the birds sung in harmony.

Annual NASA Family Picnic – Held all day on **Saturday, June 19, 2004**, at the Barney and Bea Hoyt Recreation Center. The weather was mild and everyone enjoyed eating their lunch, dancing to the music supplied by the DJ (Carl Wittman), and playing the games outside. The NASA Picnic continues to be an outstanding cooperative effort with the NASA Headquarters Exchange. The event was postponed from June 12 due to a HQ request, and this was Father's Day and the GSFC Softball Tournament weekend causing a slight decrease in attendance. Last year there were 429 tickets sold, and this year it was 401. It took the two Exchanges many weeks of planning, and 25 volunteers with hard work resulted in a spectacular family event. Attractions and food costs rose significantly this year, but tickets prices only increased by a smaller ratio. The attractions supplied by Goodtime Amusements had a bigger water slide, a new moon bounce that looked like the shuttle, a rockwall climb, and a new adult sized turbo tubs. The theme was "Centennial Flight Celebration", and there was an Astronaut in-person signing autographs. The offering included a traditional American-style picnic menu (grilled chicken, burgers, hot dogs, and potato and fruit salad) supplied by Puttin-on-the-Ritz, and beer/wine/juice/soda supplied by the GEWA manager. There was also ice cream supplied by Bells of St. Marys, cotton candy, popcorn, clowns supplied by Squeaky and Friends, face-painting supplied by Fantasy World, traditional games (pinatas, egg toss, horseshoes) and prizes. After the games, the kids played basketball and the parents were still dancing. Pat Izzo photographed the event, and it is posted on the GEWA website. Security gets a job well done for assisting GSFC Transportation by helping the people check in, park their cars, and get them on the bus from the Building 32 parking lot.

NASA Day at Paramount's Kings Dominion – On **Saturday, July 10, 2004**, GEWA offered a special discount package featuring all-day admission to the park plus an all-you-can-eat American picnic buffet at a NASA-dedicated pavilion area. This event was in conjunction with Goddard, Wallops, Langley, and NASA HQ. Last FY03, a total of 256 adult and 77 youth tickets were sold where GSFC had 120 adult and 41 youth participate. Due to the lateness of a date given by the theme park sales department caused insufficient time for advertising the event to the employees as well as no significant pricing difference as compared to the other discounted tickets available, this event had a very low turnout. There were only 142 adult and 37 youth

tickets sold where GSFC had 46 adult and 14 youth tickets purchased. GEWA did not subsidize tickets.

Happy Hour – Not held this year, and it is still a suggestion from a number of employees for an after work Happy Hour. The event will be on the list for future years, and it would be simple to include some hot/cold hors d'oeuvres, beer/wine/setups (BYOB), and music for a small ticket price.

GEWA/GSFC Senior Management Meeting – A meeting in a semi-informal way with the GEWA council and the GSFC senior management was held at the Barney and Bea Hoyt Recreation Center on **Wednesday, July 21, 2004** to discuss the changes at GSFC and how GEWA is facing the challenges. GEWA reported the budget factors, advertising methods, personnel changes, and the coordination progress with the other Center management activities that are for the employees benefit. GEWA depicted the new office of Exchanges at HQ, and how other NASA field centers operate their exchanges. The meeting allowed the management to realize that GEWA works as a business and a welfare department. After the GEWA presentation, lunch was catered. This was a very productive meeting.

"The Lost Patrol Band" Lunchtime Concert – Catching them from their East Coast tour and being big enthusiastic fans of the Space Program, they performed at GSFC for free on **Tuesday, July 27, 2004**. The professional group has performed at shows in New York, Washington, DC, Nashville, and Baltimore. Stephen Masucci's band included Danielle Kimak-Stauss, Michael Williams, and Seth Clifford. They entertained employees with female vocals surrounded by melodic acoustic, instrumentals, love songs, and feeling like in a movie soundtrack. This was performed in the Building 21 lunch area under the trees. GEWA supplied a lunch for them. Since the Eurest cafeteria contractor was supporting the GSFC week activities, a cookout did not happen. People still wandered to hear the music, and had a good time.

Celebrate GSFC Week – Last year it was called Celebrate GSFC Day (held on 6/26/03), and posted the \$3,000 cost in the Treasury as a Center Activity. This year the event expanded to a week, and GEWA budgeted \$2,500. GEWA also participated by having booths for the GEWA Council, Exchange Store, and catering by the Recreation Center Manager. It was held at the Mall, and on **Tuesday, July 27, 2004**. The Mall was very muddy from the previous rain, and it distracted many employees from attending. The event featured the GSFC Contractors, some GEWA clubs, GEWA book sale, and music from a DJ.

GEWA supported this event again on **Thursday, July 29, 2004**. The day was much better and many more employees came out to listen to the live entertainment playing under the tent. The event featured the GSFC Projects and Programs, some more GEWA clubs, Arts and Crafters, and ethnic foods. GEWA made \$11.75 selling as a fee for service a massage from a therapist on a trial basis, and pictures were taken and posted on the GEWA website for both dates. The employees really enjoyed getting posters and trinkets, eating good food, and getting the GSFC message for Diversity. Also, The GEWA Visitor Center Store supported the community day program on **Saturday, July 31, 2004**.

"Mark Hubbard and the 20 After Band" Lunchtime Concert – On **Thursday, August 26, 2004**, Mark Hubbard from NASA/Code 442 and his band played music covering the folk-light

rock era which are songs written by America, Beatles, Simon and Garfunkel, Lowen and Navarro, et al. Mark plays almost every year for us. This was performed in the Building 21 lunch area under the trees. GEWA supplied a lunch for them. The Eurest cafeteria contractor supported the concert by having a summertime cookout outside. It was wonderful to sing songs that we know are so familiar.

NASA Day at Six Flags/Largo – GEWA and the HQ Exchange offered a discount package featuring all-day admission and parking to the nearby Six Flags Waterpark held on **Sunday, August 29, 2004**. There was an all-you-can eat buffet which included hot dogs, fried chicken, baked ziti, fruit salad, baked beans, tossed salad, ice cream, and sodas served at a NASA-dedicated pavilion area. Last year's low tickets sale of 24 was surpassed by having sales of 53 admission and 64 meals. This date was scheduled for the day before school started, and it might have deterred some people from attending. We did better advertising of this event though, and a better date will be picked for next year. GEWA did not subsidize tickets.

Jazz and Java Party – GEWA held a new Happy Hour time event at the Barney and Bea Hoyt Recreation Center on **Wednesday, September 8, 2004**. For only \$6 per person, the event featured the Oktbrwrld Band who performed very good Jazz and included snacks consisting of cut sandwiches, meatballs, two kinds of coffee, fancy cookies, and beverages. An open microphone was available, and some employees recited action poems of today's society. People did some dancing and stayed until 9pm. Unfortunately, we sold just 27 tickets, and paid for 40 meals. GEWA would consider having this event again, but it needs to be on a better date. Being around Labor Day Weekend, caused poor advertising of the event and the attendance became the outcome.

GEWA Retreat – A first formal retreat with the GEWA council and a Facilitator (Mr. Doug Katz) was held all day at the Barney and Bea Hoyt Recreation Center on **Tuesday, September 14, 2004**. The goal was to discuss key aspects of GEWA such as what works, what is deficient, how to remedy, budget, manpower, marketing, management involvement, short term priorities, and its future direction. Many issues were accumulated from a question and answer type of process. The outcome of the retreat was the creation of the 5-year plan ad hoc committee, action items to address the priorities, status of where GEWA currently is positioned, and use of a standing agenda for future Council meetings. A retreat was recommended to be an annual affair. Refreshments and lunch was supplied by the Recreation Center Manager. This was an event that the Council voted to have even after the budget cycle.

End-of-the-Fiscal-Year Shrimp Feast – GEWA held its annual EOY Shrimp Party at the Barney and Bea Hoyt Recreation Center on **Thursday, September 30, 2004**. Reducing the price to only \$11 per person, this great after-work event, featured a pound of steamed jumbo shrimp, grilled jerk chicken, burgers/hot dogs, cucumber salad, assorted fancy cookies and cakes, and beer/wine/sodas, and 18 individual door prizes consisting of cash and shrimp. The evening presented a fabulous 70 to 90's lite rock dance music by "Gary and the Grove Band", courtesy by the Steinmetz Entertainment Consultants. There were 113 ticket sold as compared to 68 tickets at \$12 per person the previous year. Everyone was dancing and having a blast until 9:45pm. The Recreation Center Manager did a great job in serving us. What an exciting way to end the Fiscal year!

Special Event Vendor Sales – Since FY03, some vendor sales activity was authorized into the Special Events Committee by the GEWA President where Ted Mecum, acting as a volunteer, held this position. The vendors were basically either new, just paying a one-time fee, and/or have a contract mature enough to give GEWA commissions.

The sales or fees paid were not as part of the Exchange store monthly report except for any cyclic commissions. Those commissions go directly to the Exchange store based on rentals reported under a corporate account number, or the vendors paid GEWA a service fee after the sale days. Those checks would go directly reported as income to the store.

The Exchange store personnel have no other involvement during the sale days except to collect the payments from the vendors. These vendor payments per visit go to the Special Events Committee budget account. The store will put the sales money in an envelope, call the Chairperson for pickup, and the chairperson will give the money to the GEWA Treasurer.

Here is a list of the vendor activities coordinated this year, and the money that should be received by the store, given to Special Events, and reported in the Treasury. The vendor sale days were held in either in the cafeterias, designated room, or and of the GSFC Auditoriums. The vendors are listed in a date, name, contact, and the amount deposited to store. GEWA made \$2,050 from the vendors. Ted did a great job!

Oct. 21 and 22nd, 2003, A R Imports(jewelry), Abdul Rahim 703-971-7113, \$200.
Dec. 10 and 11th, 2003, Suite America, Inc. (housing), Lynn Madison 703-553-0375, \$200.
Dec. 16th, 2003, T-Mobile Cell phones, Alex Torres 301-728-5211, \$100.
Jan. 30th, 2004, T-Mobile cell phones, Alex Torres 301-728-5211, \$100.
Mar. 9th, 2004, USborne books, Phyllis Clark 703-912-6638, \$100.
Apr. 8th, 2004, Enterprise rental car, Joshua Rivers 301-345-6903, \$100.
May 11, 12, and 18th, 2004, Mass Mutual Financial Grp., Arnie Waldman 301-581-7200, \$750.
Jun. 23rd, 2004, Cingular cell phones, John Ronayne 301-910-8111, \$100.
Jun. 30th, 2004, Nextel cell phones, Rick Wood 202-530-0477, \$100.
Aug. 24th, 2004, Nextel cell phones, Rick Wood 202-530-0477, \$100.
Aug. 25th, 2004, Enterprise rental car, Mark 301-345-7143, \$100.
Sept. 23rd, 2004, Nextel cell phones, Rick Wood 202-530-0477, \$100 (scheduled in advance).

Stores Committee

Chair: Randy Harbaugh

Co-chair: Catherine Mikkelsen

The Exchange Store (ES) is located on site to serve GSFC employees, contractors, and their families. The Visitor Center Gift Shop (VCGS) is located adjacent to the Goddard Visitor Center to serve the public as well as GSFC employees. The VCGS offers NASA employees a 20% discount.

The ES is intended to be a convenience to the Goddard community while producing modest profits for GEWA. A wide variety of general merchandise is available such as watches, greeting cards, sunglasses, Avon products, candy, etc. In addition, discount tickets for seasonal theme parks, two day film processing, notary service, and many other services are provided. Some of the prices at the ES were increased this year in an effort to return to a profitable status after a FY03 loss.

The VCGS had another successful year. Many items are offered for sale at the VCGS such as official NASA patches, Tee shirts and sweatshirts with GSFC and NASA logos, current space and astronomy calendars, books, NASA caps, astronaut sleepers, coffee cups, and much, much more. The gift shop hours were changed during the year to correspond to the Visitor Center hours, which are Tuesday through Friday from 9-5 p.m. and Saturday and Sunday from 12-4p.m.

Vending Services Committee

Chair: Mike McMichen

Co-Chair: Lou Jean Jackson

This committee has oversight responsibilities for all Vending Services at Goddard Space Flight Center (GSFC). Duties include monitoring the performance of the Center's food service contractor in the vending area, reviewing new products to be introduced in vending machines, operations of newspaper vending, and serving as the liaison between the vendor and GSFC employees for service related matters.

Highlights

The Canteen Corporation's vending services during this fiscal year is rated good. Occasionally, GEWA experienced delays in providing services to some buildings. The problems ranging from mechanical failures to restocking delays were extended to every type of machine (e.g., General Merchandise, Snack, Beverage, Bill Changer). Ongoing meetings are held with the vendor and subcontractors to discuss problems. Corrective actions are discussed and implemented to improve the quality and frequency of service. Ongoing discussions are continuing to provide overall consistency in the quality of service for vending. Canteen agreed to conduct random walk-throughs, to assess the on-going level of service being provided to GSFC, and to take on a more proactive stance. The table below shows that vending commission revenue from sales.

FY95	\$125,504	-10.00%
FY96	\$107,862	-14.10%
FY97	\$106,324	-1.20%
FY98	\$134,457	26.50%
FY99	\$133,061	-0.10%
FY00	\$129,209	-2.90%
FY01	\$112,471	-14.88%
FY02	\$116,041	3.08%
FY03	\$120,199	3.46%
FY04	\$117,599	-2.21%

Note: The data is based on the contract year, which is from July to June for any given year not the Federal government's fiscal year.

The table below depicts the overall performance of vending by month in comparison with previous years.

GEWA Vending Receipts														
Month	Monthly							Cumulative						
	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY98	FY99	FY00	FY01	FY02	FY03	FY04
Oct.	11,081	11,355	10,804	10,104	11,047	11,268	9,929	11,081	11,355	10,804	10,104	11,047	11,268	9,929
Nov.	13,482	10,009	9,761	9,654	8,991	9,096	10,174	24,563	21,363	20,565	19,758	20,038	20,364	20,103
Dec.	10,137	12,015	10,541	9,783	9,271	10,079	10,875	34,700	33,379	31,106	29,541	29,310	30,443	30,978
Jan.	8,314	9,123	8,651	7,524	8,344	8,182	7,507	43,014	42,502	39,758	37,065	37,654	38,625	38,485
Feb.	7,374	9,761	9,357	8,823	8,623	8,280	8,538	50,388	52,263	49,114	45,888	46,277	46,905	47,023
Mar.	11,645	11,476	9,106	9,215	10,021	9,805	8,869	62,033	63,739	58,220	55,103	56,298	56,710	55,892
Apr.	11,412	9,691	9,379	7,808	8,776	7,919	8,879	73,445	73,430	67,600	62,911	65,073	64,629	64,771
May	11,916	11,766	12,153	9,453	10,007	9,817	11,040	85,361	85,196	79,753	72,364	75,081	74,446	75,811
Jun.	10,825	12,218	10,554	9,249	11,284	11,712	10,699	96,186	97,414	90,307	81,613	86,365	86,158	86,510
Jul.	12,088	10,278	9,632	8,416	10,253	10,821	10,424	108,274	107,692	99,939	90,029	96,618	96,979	96,934
Aug.	12,246	12,723	11,020	10,674	12,487	10,134	7,702	120,520	120,415	110,959	100,703	109,105	107,113	104,636
Sep.	13,123	15,901	10,207	10,585	10,737	10,737	12,574	133,643	136,316	121,165	111,288	119,842	117,850	117,210
Totals	133,643	136,316	121,165	111,288	119,842	117,850	117,210							

Note: This data is based on the Federal Government fiscal year boundary.

The Vending Committee has just conducted its annual center-wide inventory that identified 202 machines, of which 169 generate vending revenue. Non-revenue machines consisted of bill changers and microwaves.

GEWA receives vending revenue from all buildings on campus. An exception is granted for buildings receiving services rendered by disabled vendors. Under the Randolph-Sheppard Act, with the addition of new buildings on Federal property and/or major renovation to existing ones, the Maryland Vending Program for the Blind can elect to provide services to those buildings. The Maryland Vending Program for the Blind elected to provide vending services to GSFC for building 33. Federal regulations exempt this group from all competitive procurement procedures.

When GEWA restructured the Food Services Contract July 1997, all GEWA owned vending machines were purchased by the concessionaire. This contractual change for vending has been beneficial to GEWA, based on the overall revenues received from vending sales. An added incentive was the minimum guaranteed income of \$140,000 commission regardless of sales. The shortfall this year owed by Canteen to GEWA was \$21,502.

Newspaper vending is continuing at a satisfactory level. The variety of newspapers offered on Center remains the same.

As a result of the 9/11 terrorist attacks security was stepped up on center presenting vendors some additional difficulties getting access to the center. One day badges were abolished making vending machine repair and replacement personnel need an escort to accomplish their jobs. Six month badges were issued to mechanics in an effort to give them access to do maintenance to machines.

Vending problem reports were reduced and leveled off this year to a level that would be anticipated.

Web Committee

Chair: Tom Vollmer
Co-Chair: Ken Dearth

Web Server and Web Pages

GEWA's web pages continued to be served from our dedicated server with little problems. The GEWA home page is located at: <http://gewa.gsfc.nasa.gov/>. The server OS was upgraded to the latest OS and was kept patched in compliance with GSFC/NASA web server and security policies. A scheme was implemented to backup server files on a weekly basis. A port 80 waiver was pursued and granted by the center, which allows the GEWA web pages to be available outside GSFC; this waiver required changing the web pages so that some information would be served only to NASA locations.

The server is available to all clubs, and there are currently 15 clubs hosted by the GEWA server. The following clubs are serving their web pages from the GEWA server: Aerobic Fitness, Archery, Art, Astronomy, Bible, Chinese-American, Dance, Garden, Islamic Study, Sailing, Soccer, Softball, Sport Fishing, Tae Kwon Do, and Yoga. A page was added to assist club web masters with their pages with links to HTML information, and NASA/GSFC security and web policies. In addition, the site is regularly updated to have the latest news, cafeteria menus, clubs officers, newsletter, and advertisements for the Exchange and Visitor Center stores; other pages are updated on an as-needed basis, under the direction of the corresponding committee chairs. A page was added to include GEWA public documents, and another to include documents for the internal use of the Council.

Work began on a complete redesign of the web site. This is being done with the assistance of Code 290.

Work progressed on the Adventurers web pages. These pages will provide GSFC personnel with a forum for scheduling and advertising various recreational activities. A preliminary version of the web pages was developed, and is being evaluated and tested.

Computer Management

Two new computers were purchased for the Recreation Center and the GEWA exchange store.

The committee continued to employ a system administrator, Mike Marshall to set up and maintain the GEWA computers. All computers have been kept in compliance with GSFC/NASA security policies. This committee also provided help to the stores committee in selecting and setting up a point-of-sales system for the store, and training personnel in its use.

An email account was set up for GEWA's administrative assistant.

The CNE network was extended to the Visitor Center Store.

An email list server was implemented for the use of the cafeteria catering truck users. This allows messages and news about the truck to be disseminated to interested employees.

Plans for FY05

Working with Code 290, the GEWA web pages will be completely redesigned, bringing them into compliance with the “one-NASA” look and feel. The new pages should debut in early 2005. The new pages will have the functionality of the current pages; new features will include an automated sign up for the Facilities Pavilion, a calendar of events, and a password protected internal page for use of the GEWA council. In later revisions of the pages, an automated sign up for the Recreation Center is planned. Work on the new pages was begun in FY2004.

The Adventurers service will be available in early 2005.